

STATE OF CALIFORNIA
BOARD OF PAROLE HEARINGS
INMATE COUNSEL ORIENTATION
January 6, 2014

Time	8:00 AM – 8:30 AM
Subject	Welcome and Program Review Howard Moseley, Chief Counsel
Time	8:30 AM – 9:30 AM
Subject	Overview of Hearing Types Tiffany Shultz, Senior Staff Counsel <ul style="list-style-type: none">• Initial Consultation• Suitability Hearings• Progress Hearings• Penal Code 3000.1 Hearings• Medical Parole Hearings• Youth Offender Parole Hearings• Rescission Hearings
Time	9:30 AM – 10:15 AM
Subject	Hearing Preparation Susan Booth, Staff Attorney <ul style="list-style-type: none">• Reviewing a Central File (C-File)• Materials Made Available to Attorneys• Client Interviews• Waivers, Stipulations, Postponements and Continuances• Hearing Timeline
Time	10:15 AM – 10:30 AM
Subject	Break
Time	10:30 AM – 11:30 AM
Subject	Legal Processes Howard Moseley, Chief Counsel <ul style="list-style-type: none">• Administrative Directives• Decision Review and Governor's Review• Petitions to Advance and Administrative Reviews
Time	11:30 AM – 12:00 PM
Subject	Administrative Processes Sandra Maciel, Chief Deputy Howard Moseley, Chief Counsel <ul style="list-style-type: none">• Proposed Changes to Attorney Appointment Process for Inmates• Substitution of Counsel• Gate Clearance• Invoicing
Time	12:00 PM – 1:00 PM
Subject	Lunch Break
Time	1:00 PM – 5:00 PM
Subject	ADA Overview - Inmates with Disabilities Katie Riley, Senior Staff Counsel

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